

Chapter 1

INTRODUCTION

Purpose. To provide concise information on each commissioning program open to enlisted personnel. This introduction will be useful to the individual interested in officer programs as well as career counselors and other advisors or mentors in the chain of command. Additional chapters of this manual provide the specific eligibility criteria and must be carefully reviewed when applying for an officer program.

1. The U.S. Naval Academy (USNA) and Naval Academy Preparatory School (NAPS) (Chapter 3)

a. General Information

(1) The U.S. Naval Academy (USNA), located in Annapolis, Maryland, offers an outstanding opportunity for qualified young men and women to embark on careers as officers in the Navy or Marine Corps. Students at the Naval Academy are Midshipmen, U.S. Navy, receiving pay of a midshipmen plus tuition, room, and board. Candidates report to the Naval Academy in late June or early July for Plebe Summer. The academic curriculum focuses primarily on technical fields of study such as engineering, math, and physics, which lead to appointments in the Unrestricted Line communities of the Navy including Surface Warfare, Submarines, Aviation, Special Warfare and Special Operations. A percentage of appointments in the U.S. Marine Corps are also offered to those qualified. A Bachelor of Science degree is awarded upon graduation. Graduates are commissioned as Ensigns, U.S. Naval Reserve, or as Second Lieutenants, U.S. Marine Corps Reserve. The minimum service obligation is 5 years active duty and 3 years Reserve upon initial appointment as an officer.

(2) The Naval Academy Preparatory School (NAPS) provides intensive instruction and preparation for the academic, military and physical training curricula at the U.S. Naval Academy. NAPS students are in an active duty enlisted status. The school convenes in July of each year and runs through May of the following year. NAPS is located on board the Officer Training Center (OTC), Newport, Rhode Island. Upon successful completion of NAPS, appointments to the Naval Academy are offered and those who accept the appointment report in late June or early July with the incoming class.

(3) More information about the Naval Academy and NAPS can be obtained by visiting the Naval Academy's web site at: www.usna.edu, or by contacting the Fleet Coordinator (410) 293-1840/DSN 281-1840.

Enclosure (1)

b. Basic Eligibility Requirements. Applicants must be:

- (1) Citizens of the United States. This cannot be waived.
- (2) Of good moral character and have no record of disciplinary action within 3 years prior to application.
- (3) At least 17 years of age and must not have passed their 23rd birthday on Induction Day (the day Midshipman report to the Naval Academy and take their oath of office as Midshipman) of the year entering the Naval Academy. This is a statutory requirement and cannot be waived.
- (4) Unmarried, not pregnant, and have no incurred obligations of parenthood.
- (5) Physically qualified.
- (6) Officially nominated from the Secretary of the Navy or one of the many nomination sources available.
- (7) Recommended by their commanding officer.

c. Additional academic and program eligibility requirements, along with the application procedures, are specified in greater detail in Chapter 3 of this manual.

2. Officer Candidate School (OCS) Program (Chapter 4)

a. General Information

(1) OCS is an initial commissioning program for individuals possessing at least a baccalaureate degree from an accredited institution. Selectees for OCS may choose, depending upon individual qualifications, designators within the Unrestricted Line, Restricted Line, and certain Staff Corps designators. Appendix H of this manual provides a description of the designators open to qualified candidates. OCS is a 13-week program of concentrated officer training and indoctrination located at Naval Aviation Schools Command, Pensacola, Florida.

(2) Enlisted applicants selected for the program who are in paygrade E-4 or below are designated officer candidates and advanced to paygrade E-5 upon reporting to OCS. Enlisted applicants in paygrade E-5 and above are designated officer candidates in their present paygrades. Graduates of OCS are appointed as Ensigns, U.S. Naval Reserve and incur a minimum active duty obligation of 4 years. Certain designators incur

Enclosure (1)

greater minimum active duty obligation because of follow-on training required for that designator.

b. Basic Eligibility Requirements. Applicants must be

(1) citizens of the United States. This cannot be waived.

(2) of good moral character and have no record of disciplinary action within 3 years of application.

(3) possess a baccalaureate degree or advanced degree from an accredited institution.

(4) at least 19 years old and meet designator specific age limitations which are outlined in MILPERSMAN 1131-010.

(5) meet specific program qualifications and aptitude scores.

(6) physically qualified and meet two consecutive "good-low" final PRT score prior to entry into the program.

(7) recommended by their commanding officer.

c. Application Deadline. Applications are accepted continuously throughout the year.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 4.

3. Medical Enlisted Commissioning Program (MECP) (Chapter 5)

a. General Information

(1) MECP is a Nurse Corps commissioning opportunity. It provides a pathway for active duty enlisted personnel of all ratings, who possess some college credit, to obtain a baccalaureate degree in nursing and ultimately a commission in the Nurse Corps. This program is **not** intended to serve as a precursor to medical school, or for physical therapy, physician assistant, or other health care specialty.

(2) Selectees for the program will participate in a nationally accredited academic program leading to a baccalaureate degree in nursing. MECP students receive full pay and allowances for their enlisted paygrades and are eligible for advancement while in college. The student pays tuition, fees, books, and other expenses incurred while participating in MECP.

Enclosure (1)

2 May 2003

If eligible, students may use the Veterans Educational Assistance Program (VEAP) or Montgomery GI Bill (MGIB) educational benefits, however, students are not eligible for benefits under the Tuition Assistance program. The selectee may seek financial assistance from other sources.

(3) Selectees are required to complete degree requirements in not more than 36 consecutive calendar months and attend school on a full-time, year-round basis beginning in the fall of the year selected.

(4) Graduates from MECP are commissioned as Ensigns, in the Nurse Corps, United States Naval Reserve, and incur an 8-year military service obligation of which a minimum of 4 years must be served on active duty.

b. Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action within the 3 years prior to application.

(3) Serving on active duty in the U.S. Navy, U.S. Marine Corps, or Naval Reserve. Reservists on Active Duty for Special Work (ADSW), One, Two or Three-Year Recalls (ADSW/OYR), and Canvasser Recruiters are not eligible for the program.

(4) Must be able to complete the nursing degree requirements and be commissioned prior to their 35th birthday.

(5) High school graduates or hold a GED and be scholastically qualified.

(6) Able to complete any prerequisites and the requirements for a baccalaureate and/or masters degree in nursing within 36 consecutive months from the date of enrollment into the MECP.

(7) Physically qualified.

(8) Recommended by their commanding officer.

c. Application Deadline. Applications must be received as announced in the NAVADMIN for that year in which the applicant desires selection to the program.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 5.

Enclosure (1)

2 May 2003

4. Medical Service Corps In-service Procurement Program (MSC IPP) (Chapter 6)

a. General Information

(1) MSC IPP for Health Care In-service Procurement Program provides a pathway to officer commissions for motivated active duty enlisted personnel who meet the eligibility criteria for Health Care Administration (HCA), Physician Assistant (PA), Radiation Health Officer (RHO), Environmental Health Officer (EHO), Industrial Health Officer (IHO), Entomology, and Pharmacy as defined in references (a) through (c) in Chapter 6. Some of these programs provide opportunities to complete either a baccalaureate or masters degree.

(2) Candidates for this program may have a qualifying degree or may have some college credit applicable towards an advanced qualifying degree. Those with qualifying degrees will receive direct appointments to the Medical Service Corps, in a paygrade commensurate with education level.

(3) Selectees who desire an advanced degree (graduate level) or possess transferable credits towards a graduate degree, will be afforded the opportunity to obtain a graduate degree while maintaining their active duty pay and benefits. Personnel selected for any of these programs which require training are provided between 24 to 48 months to complete their degree (dependent upon the program). MSC IPP students receive full pay and allowances in their current enlisted paygrades and are eligible for advancement while in college. Selectees are required to attend school on a full-time, year-round basis beginning in the fall of the year selected. Once they complete their degrees they will be commissioned as lieutenant (junior grade) or Lieutenant for Pharmacy program, Medical Service Corps, U.S. Naval Reserve.

b. Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action within the last 3 years prior to application.

(3) For MSC IPP, be serving on active duty. Reservists on Active Duty for Special Work (ADSW), One, Two or Three-Year Recall, and Canvasser Recruiter are not eligible.

(4) For MSC IPP, be serving in paygrade E-5 through E-9.

Enclosure (1)

(5) Not have reached their 35th birthday by time of initial commissioning appointment.

(6) Possess qualifying degree for or possess the minimum amount of transferable college credit for the specialty applying for as specified in Chapter 5.

(7) Physically qualified.

(8) Recommended by their commanding officer.

c. Application Deadline. For the active duty, IPP applications must be received not later than the date announced in the NAVADMIN for the year's board.

d. Additional academic and program eligibility requirements are specified in greater detail in Chapter 6.

5. Limited Duty Officer (LDO including LTJG) and Chief Warrant Officer programs for active duty and inactive duty personnel (Chapter 7). Those LDO/CWO applicants applying for FY-04 program will continue to use OPNAVINST 1420.1 with CH-1. This instruction will be used for LDO/CWO FY-05 program and all future LDO/CWO applications. This instruction applies to FY-03 and FY-04 appointments.

a. General Information

(1) The LDO and CWO programs provide commissioning opportunities to qualified senior enlisted personnel (and CWOs). Chief Petty Officers (E-7 through E-9), E-6 personnel who are selection board eligible for E-7, and CWOs (applying for Lieutenant (junior grade) may qualify for these programs. The LDO and CWO programs are open to both active duty, including Training and Administration of Reserve (TAR) and inactive duty (Selected Reservists (SELRES)) personnel. A baccalaureate degree is not required, however, it is strongly encouraged.

(2) LDOs are technically oriented officers who perform duties in specific occupational fields and require strong managerial skills. CWOs are technical specialists who perform duties requiring extensive knowledge and skills of a specific occupational field.

(3) Active duty and TAR personnel selected for LDO receive an initial appointment as Ensigns (01E) in the U.S. Navy and incur a minimum active duty obligation of 4 years. SELRES personnel selected for LDO receive an initial appointment as Ensigns (01) in the U.S. Naval Reserve and incur a minimum

Enclosure (1)

2 May 2003

Reserve service obligation of 3 years. A Selected Reservist with more than 4 years of active duty service (active duty, Annual Training (AT), Active Duty Training (ADT), Active Duty for Special Work (ADSW), Career Advance Navy Recruiting Enlisted Counselor (CANREC), One Year Recall (OYR), Presidential Recall (PSRC) combined) will receive an appointment as an Ensign (01E).

(4) Active duty and TAR personnel selected for CWO receive an initial appointment as a CWO2 in the U.S. Navy and incur a minimum active duty obligation of 4 years. SELRES personnel selected for CWO receive an initial appointment as a CWO2 in the U.S. Naval Reserve and incur a minimum Reserve service obligation of 3 years. Active duty and inactive duty personnel in paygrade E-9, who have completed 2 years TIR as of 1 October of the year in which the board convenes, shall be appointed CWO3. Example: If E9 applies for FY-03 board and has 2 years TIR on 1 October 2002, the service member shall be appointed to CWO3. Such service shall be computed from the TIR date for advancement to Master Chief Petty Officer.

(5) Active duty CWOs selected for LDO will be appointed in the permanent grade of LTJG (02E) in the U.S. Navy. Inactive duty CWOs selected for LDO will be appointed in the permanent grade of LTJG (02) in the U.S. Naval Reserve. A Selected Reservist with more than 4 years of active duty service (active duty, AT, ADT, ADSW, CANREC, OYR, PSRC combined) will receive an appointment as a LTJG (02E).

(6) Application deadlines

(a) Active duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-801G) and postmarked not later than the date announced in annual NAVADMIN the year in which application is made. Addenda, in standard naval letter format, must be forwarded (via unit commanding officer) and postmarked no later than date announced in annual NAVADMIN. Actual dates may change via annual NAVADMIN announcement of LDO/CWO program normally released in March for active duty and June for inactive duty.

(b) Inactive duty applications for LDO and CWO must be forwarded to Navy Personnel Command (PERS-91C) and postmarked not later than 1 December of the year in which application is made. Addenda must be forwarded (via unit commanding officer) and be postmarked not later than 15 March of the calendar year in which application is made.

b. LDO Basic Eligibility Requirements. Applicants must be:

Enclosure (1)

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action under Article 15, Uniform Code of Military Justice, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors (except minor traffic violations (\$300.00 or less)) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

(3) Serving on active duty in the U.S. Navy. Selected Reservists must be members of the Ready Reserve at the time application is made.

(4) Serving in paygrade E-7 through E-8 or be an E-6 selection board eligible for E-7.

(5) Active duty must have at least 8, but not more than 16 years of active duty service. Selected reservists must have at least 8, but not more than 16, years of Total Qualifying Federal Service.

(6) High school graduates or hold a GED.

(7) Physically qualified for appointment per the physical standards outlined in the Manual of Medical Department.

(8) Meet physical fitness standards of "satisfactory medium" or higher per OPNAVINST 6110.1 at the time of application and appointment.

(9) Favorably recommended by their commanding officer. (For SELRES personnel the recommendation is from their unit commanding officer).

c. Additional program eligibility requirements are specified in greater detail in Chapter 7.

d. CWO Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Of good moral character and have no record of disciplinary action under Article 15, Uniform Code of Military Justice, no courts martial conviction or civilian felony conviction, or conviction by a civil court for misdemeanors

Enclosure (1)

2 May 2003

(except minor traffic violations (\$300.00 or less)) in the past 3 years as of 1 October of the year application is made. Any substantiated drug or alcohol abuse within the last 3 years as of 1 October of the year application is made will result in disqualification.

(3) Serving on active duty in the U.S. Navy. Selected Reservists must be members of the Ready Reserve at time application is made.

(4) Serving in paygrade E-7 through E-9 and E-6 personnel selected for E-7.

(5) Active duty must have at least 12, but not more than 24 years of active duty service. Selected Reservists must have at least 12, but not more than 24 years of Total Qualifying Federal Service.

(6) High school graduates or hold a GED.

(7) Physically qualified for appointment per the physical standards outlined in the Manual of Medical Department.

(8) Meet physical fitness standards of "satisfactory medium" or higher per OPNAVINST 6110.1 at the time of application and appointment.

(9) Favorably recommended by their commanding officer. (For SELRES personnel the recommendation is from their unit commanding officer.)

c. Additional program eligibility requirements are specified in greater detail in Chapter 7.

6. Seaman to Admiral - 21 (STA-21) Program (Chapter 8)

a. General Information

(1) STA-21 is a commissioning program that provides an excellent opportunity for highly motivated active duty enlisted personnel in the Navy or Naval Reserve, including Training and Administration of the Reserves (TAR), Selected Reserve (SELRES), and Navy Reservists on active duty, except for those on active duty for ACDUTRA to include annual training (AT) and initial active duty for training (I-ACDUTRA), to complete requirements for a baccalaureate degree and earn a commission in the Unrestricted Line (URL), Nurse Corps (NC), Supply Corps (SC), Civil Engineer Corps (CEC), or Special Duty (Cryptology, Intelligence) Officer. Although the applicant's history of fleet performance will receive consideration during the selection

Enclosure (1)

process, emphasis will also be placed on the identification of those applicants who possess both the academic and leadership potential necessary to become outstanding naval officers. STA-21 has three components:

(a) BOOST: A 3- or 6-month college preparatory program located at Naval Education and Training Center (NETC), Newport, RI. A limited number of selected STA-21 participants will be chosen by Chief of Naval Education and Training (CNET) to attend BOOST to improve academic skills before attending the Naval Science Institute (NSI).

(b) Naval Science Institute (NSI): A 9-week course of intensive officer preparation and indoctrination at NETC attended by all selectees en route to their university assignment.

(c) Full-time, year-round study for up to 36 months at an NROTC-affiliated university. All selectees will be ordered to an NROTC unit on a permanent change of station (PCS) basis, but may choose to enroll in either the NROTC host institution or one of its affiliated cross-town universities as listed in Appendix B. STA-21 officer candidates will participate in drills with their NROTC unit, attend the two Naval Science leadership courses, and are strongly recommended to hold leadership positions within the unit. STA-21 officer candidates do not participate in the NROTC midshipman cruises. They remain on campus to attend classes during summer academic sessions.

(2) STA-21 students receive full pay, allowances, and benefits for their enlisted pay grades and are eligible for advancement while participating in the program. To ensure study materials are available, all requirements for the next advancement exam should be completed prior to detaching from the present command. Entitlement to the Selection Reenlistment Bonus is as specified in OPNAVINST 1160.6A.

(a) All special duty assignment pays (SDAP) cease upon transfer to NSI. If designated for attendance at BOOST school prior to reporting to NSI, SDAP will cease upon transfer to BOOST.

(b) Some special pays may continue for those individuals selected for and participating in the STA-21 Special Warfare or Special Operations Option programs, if specific program qualifications are maintained as directed by the Officer Community Managers (Chief of Naval Operations (CNO) (N131H and N131X). Maintenance of certain naval special warfare and special operations skills enhances safety and is more cost effective than periodic retraining that is required when such skills lapse.

Enclosure (1)

(3) STA-21 students will receive up to \$10,000 per year, paid to the university by CNET to supplement costs of tuition, books and fees (i.e., if tuition, fees and book costs total \$7,000, only \$7,000 will be paid out by the STA-21 program; if tuition, fees and book costs total \$13,000, the selectee must pay \$3,000). STA-21 students may not use nor are they eligible for tuition assistance under the Navy's Tuition Assistance Montgomery GI Bill (MGIB) educational benefits as specified in BUPERSINST 1780.1. Questions regarding use of MGIB benefits should be directed to the Navy Personnel Command's Navy Education Program Office at 1-800-962-1425.

b. Basic Eligibility Requirements. Applicants must be:

(1) Citizens of the United States. This cannot be waived.

(2) Recommended by the commanding officer as having good moral character, officer potential, and unquestionable loyalty to the United States.

(3) Serving on active duty in the U.S. Navy or Naval Reserve including TAR, SELRES, and Navy Reservists on active duty except for those on ACDUTRA to include AT and I-ACDUTRA. Individual option programs may have additional requirements and specific restrictions. See Chapter 8 for community specific information.

(4) A high school graduate or hold a GED.

(5) Able to complete a baccalaureate degree in 36 months.

(6) Able to complete degree requirements and be commissioned prior to 31st birthday. Waivers of this requirement may be considered understanding that specific age requirements for certain STA-21 option programs differ. See Chapter 8 for community specific information.

(7) Have a certified copy of SAT or ACT test scores from a test taken within 3 years of application due date. A minimum score of 500 Math and 500 Verbal on the SAT test or a minimum score of 21 Math and 20 English on the ACT test. No waivers will be considered. Certain STA-21 option programs have more stringent requirements and are addressed in Chapter 8.

(8) Meet physical commissioning standards.

c. Application Deadline. Applications must be received by 1 July of the year in which the applicant desires acceptance into the program.

Enclosure (1)